



2009 NHTS FIELD DOCUMENTS

This document contains samples of the field materials used to conduct the 2009 National Household Travel Survey (NHTS). The materials are included in the following order:

1. Pre-Interview Letter And Envelope
2. English Brochure Sent With The Pre-Interview Letter And Also With The Travel Diary Package
3. Spanish Brochure Sent With The Travel Diary Package
4. English Cover Letter Sent With The Travel Diary Package
5. Spanish Cover Letter Sent With The Travel Diary Package
6. English Travel Day Diary Sent With The Travel Diary Package
7. Spanish Travel Day Diary Sent With The Travel Diary Package
8. English Travel Diary For Add-On
9. Spanish Travel Diary For Add-On
10. Reminder Note (English And Spanish) For Travel Day Sent With The Travel Diary Package
11. English Odometer Reading Form Mailed With The Travel Diary Package
12. Spanish Odometer Reading Form Mailed With The Travel Diary Package
13. Form Used By Telephone Interviewers The Day Before The Travel Day To Remind The Household Of The Travel Day
14. Missed Trip Information Sheet – Travel Day Trips

Please note that some of the 2009 NHTS field materials, such as the Odometer Reading Form, have the original designation of “2008 NHTS”. The original designation of the survey, 2008 NHTS, was later changed to 2009 NHTS.



U.S. Department
of Transportation
**Federal Highway
Administration**



**National Household
Travel Survey**

Are you concerned about traffic? Travel and traffic have increased everywhere. Improving safety and reducing congestion in your area is an important goal. For this reason, the U.S. Department of Transportation is once again conducting the National Household Travel Survey so we can learn ways to better meet your travel needs. To do this, we need your help to understand how and when you travel from one place to another whether it is by car, bus, train, walking or biking.

In about a week, an interviewer for the National Household Travel Survey will call and ask some questions about you and your household and will ask you to tell us about the trips you make for just one day. When you participate your household will represent thousands of other households in your area. Please help us by agreeing to participate in this very important national study. Your participation is voluntary and any personal or identifying information will be kept confidential.

This survey is important for the future of our Nation's travel. Your answers will help us address our Nation's ever changing transportation needs. Enclosed you will find a small token of appreciation for your help. If you would like to learn more about the survey, you may visit our Web site at: www.fhwa.dot.gov/policy/index.htm

If you have any questions about the survey, please call our survey manager, Susan Swain, at **1-888-817-2810**. You may also contact Della Santos at the U.S. DOT at **202-366-5021**.

I thank you in advance for your participation.

Sincerely,

Heather Contrino

Heather Contrino
NHTS Program Manager
Federal Highway Administration





We need YOU...

Your participation helps us make the right decisions about future improvements.



What the National Household Travel Survey (NHTS) is all about

The U.S. Department of Transportation collects information about your travel to understand how well the roads and highways, bus, and rail systems are working, and to plan for the future. We are asking you to help us by taking part in this survey. Your answers help us build a snapshot of how, when, and why people travel in their daily lives.



Tell Us About Your Travel

You and the members of your household are asked to keep track of all the places you go, by any type of transportation, for one day. A diary will be sent to you to help you keep track of your travel.

About the NHTS

The American public has been telling us about their travel periodically since 1969. The results have been used to improve safety, reduce congestion, track air quality improvements, and plan for future transportation investments.

If you would like to know more about the survey please visit our website at:

www.fhwa.dot.gov/policy/ohpi/nhts/nhtspinfo.htm

What's in it For You?

Satisfaction: Good decisions need good information. You can make a difference!

Importance: We picked **YOU** to represent thousands of others. Your travel information is very important.

Enjoyment: Our telephone interviewers are well-trained and courteous. We hope you will enjoy talking to them.

Security: Your name, address, telephone number, and other personal information **WILL NOT** be released to anyone. **We respect your privacy!**

Appreciation: On behalf of the project team, we thank you for your time, trust, and participation!

Questions? Call Toll-Free at 1-888-817-2810





Necesitamos de USTED...

Su participación nos ayudará a tomar las decisiones apropiadas para hacer mejoras en el futuro.



¿De qué se trata la Encuesta Nacional de Transporte en el Hogar (NHTS)?

El Departamento de Transporte de los Estados Unidos recoge información sobre sus recorridos para entender cómo están funcionando las calles y autopistas, y los sistemas de buses y trenes, y así hacer planes futuros. Le pedimos que colabore participando en esta encuesta. Sus respuestas nos ayudarán a formarnos una imagen de cómo, cuándo, y por qué la gente se moviliza diariamente de un lado para otro.



Cuéntenos Acerca de los Recorridos

Le pedimos a usted y a los miembros de su hogar que, por un día, tomen nota de todos los lugares a los que vayan, cualquiera sea el tipo de transporte usado. Se le enviará una hoja de registro en el que podrán ir anotando sus recorridos.

Acerca de la Encuesta

Desde 1969, el público norteamericano nos ha venido informando periódicamente acerca de los recorridos y viajes que ellos hacen. Los resultados han sido usados para mejorar la seguridad, reducir la congestión, e ir viendo cómo progresa la calidad del aire, además de planear futuras inversiones en el transporte.

Si desea obtener más información acerca de la encuesta, por favor visite nuestro sitio en Internet:

www.fhwa.dot.gov/policy/ohpi/nhts/nhtspinfo.htm



¿Y Usted qué Gana?

Satisfacción: Para tomar buenas decisiones, se necesita buena información. ¡Usted puede marcar la diferencia!

Importancia: USTED fue elegido para representar a miles de otras personas. La información sobre sus recorridos y viajes es muy importante.

Experiencia Agradable: Nuestros entrevistadores telefónicos son amables y bien capacitados. Esperamos que usted disfrute hablando con ellos.

Seguridad: Su nombre, dirección, número de teléfono, y otra información personal **NO** se darán a conocer a nadie. ¡Respetamos su privacidad!

Agradecimiento: De parte del equipo que trabaja en este proyecto, ¡muchas gracias por su tiempo, confianza, y participación!

¿Preguntas? Llame gratis al número 1-888-817-2810





Dear [NAME]:

Thank You! On behalf of the U.S. Department of Transportation, I thank you and the members of your household for taking part in the *National Household Travel Survey*.

As we explained in our recent telephone call, this packet provides everything your household will need to record your travel for our interview.

- A travel diary for each household member with instructions and an example on the back.
- A card reminding you of the assigned travel day. *Please put it where everyone can see it, such as on your refrigerator.*
- A brochure telling you more about the study.
- A form to record the odometer (mileage) readings from each household vehicle.

Please record all trips that you and each member of your household take on your assigned travel day. We ask each member to complete his or her own diary whenever possible. Even if your travel on that day is not typical, we still want to know about it. If you are uncertain about whether to include a trip, go ahead and record it.

After your assigned travel day, we will call you to ask some additional questions about transportation. We would like to talk to each person age 16 or older individually, but ask that an adult respond for younger household members.

Any personal or identifying information you give us will be held confidential. We really appreciate your participation—it is extremely important for planning for future transportation.

If you have any questions, you may contact the survey team toll free at 1-888-817-2810 or by e-mail at DOTSurvey@Westat.com. Thank you once again for participating in the survey.

Sincerely,

Heather Contrino
U.S. Department of Transportation



Estimado(a) [NAME]:

¡Muchas Gracias! De parte del Departamento de Transporte de los Estados Unidos, le doy las gracias a usted y a los miembros de su hogar por participar en la *Encuesta Nacional de Transporte en el Hogar*

Tal como le explicamos en nuestra reciente llamada telefónica, este paquete contiene todo lo que necesitarán en su hogar para anotar los recorridos para nuestra entrevista.

- Un diario de recorridos para cada miembro del hogar con instrucciones y un ejemplo al dorso.
- Una tarjeta para recordarle el día que les ha sido asignado para anotar sus recorridos. *Por favor póngala donde todos puedan verla, tal como en el refrigerador.*
- Un folleto con más información sobre el estudio.
- Un formulario para anotar las lecturas del odómetro (millas recorridas) de cada vehículo que se use en el hogar.

Por favor anote todos los recorridos que usted y cada miembro de su hogar hagan durante su día asignado. **Le pedimos que en lo posible, cada miembro complete su propio diario.** Aunque en ese día sus recorridos no sean los que usted normalmente hace, igualmente queremos que los anote. Si no está seguro(a) si debe incluir o no uno de sus recorridos, anótelos de todas maneras.

Después del día de recorrido que le ha sido asignado, le llamaremos para hacerle algunas preguntas más sobre transporte. Quisiéramos hablar por separado con cada persona de 16 años de edad o más; pero pediremos que un adulto responda por los miembros del hogar que tengan menos de 16 años.

Toda información que usted nos entregue que sea personal o que pueda identificarle será mantenida en forma confidencial. Apreciamos verdaderamente su participación – es de extrema importancia para planear el transporte en el futuro.

Para cualquier pregunta, puede llamar gratis al personal encargado de la encuesta al teléfono 1-888-817-2810 o escriba un e-mail a DOTSurvey@Westat.com. Una vez más, muchas gracias por participar en la encuesta.

Atentamente,

Heather Contrino
Departamento de Transporte de E.E.U.U.



**NATIONAL HOUSEHOLD TRAVEL SURVEY
TRAVEL DIARY**

At the beginning of my travel day (4:00 a.m.) I was:

Home Some other place

WHERE did you go? (Name of place)	What TIME did you start and end each trip?		WHY did you go there?	HOW did you travel?	How FAR was it? (blocks or miles)
	Started at:	Arrived at:			
<i>EXAMPLE: West Park Theater</i>	<i>2:00 p.m.</i>	<i>2:55 p.m.</i>	<i>To see a movie</i>	<i>walk, bus, walk</i>	<i>6 miles</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



Please remember, a trip is whenever you go from one address to another.
Have this travel diary by the phone when the interviewer calls. You do not need to mail the diary back to us. Thanks!

OMB No.: 2125-0545

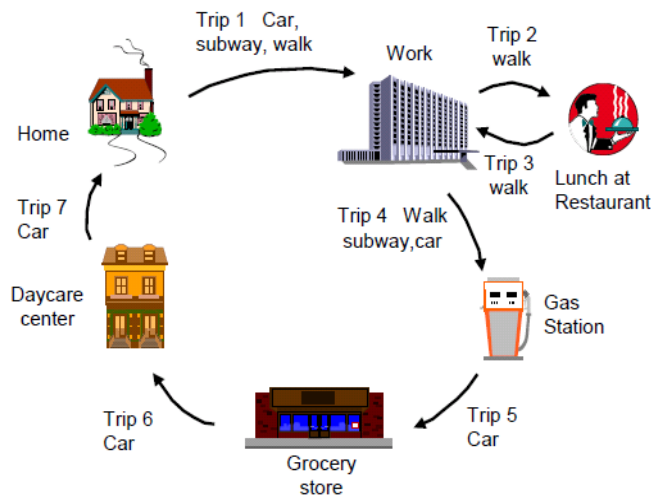
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NATIONAL HOUSEHOLD TRAVEL SURVEY Instructions for completing your Travel Diary

- Use this diary on your **assigned travel day**, shown on the front.
- The travel day starts at 4:00 a.m. and ends at 4:00 a.m. the next day.
- A **trip** is whenever you travel **from one address to another**. Use one line to record each trip. **Include:**
 - All trips you made for a specific reason, such as to go to work or school, buy gas, or drop someone off.
 - Return trips, such as coming home from work or school.
 - Walks, jogs, bike rides, and short drives. If you started and ended in the same place, list the farthest point you reached and record a return trip.
 - **Do not** include stops just to change the type of transportation.
 - Record all of your child's trips on the child's diary, including the trips that were not taken with an adult member of your household, such as riding the school bus.
- If you made more than ten trips as part of your job (examples: a cab driver, delivery person, police officer):
 - **Don't** record the trips that were made as part of your job.
 - **Do** record the trips that got you to and from your work place.
 - **Do** record all other trips that **were not** part of your job.
- If you made more trips than will fit on the diary, record the rest on a blank sheet of paper.

Example of Trips on a Travel Day



NATIONAL HOUSEHOLD TRAVEL SURVEY
TRAVEL DIARY

At the beginning of my travel day (4:00 a.m.) I was:
 Home Some other place

	WHERE did you go? (Name of place)	What TIME did you start and end each trip?		WHY did you go there?	HOW did you travel?	How FAR was it? (blocks or miles)
		Started at:	Arrived at:			
EXAMPLE:	West Park Theater	2:00 p.m.	2:35 p.m.	To see a movie	walk, bus, walk	6 miles
1	ABC Office Products	7:55 a.m.	8:45 a.m.	To Work	car, subway, walk	12 miles
2	New City Diner	12:05 p.m.	12:30 p.m.	Eat Lunch	walk	2 blocks
3	ABC Office Products	12:52 p.m.	1:10 p.m.	Return to Work	walk	2 blocks
4	Fast Gas Mart	5:30 p.m.	6:35 p.m.	Buy gas for car	walk, subway, car	11 miles
5	Super Deal Grocery	6:42 p.m.	6:48 p.m.	Buy groceries	car	1 block
6	Happy Kids Day Care	7:05 p.m.	7:07 p.m.	Pick up kids	car	4 blocks
7	Home	7:14 p.m.	7:22 p.m.	Return home	car	1 mile
8						
9						
10						




**ENCUESTA NACIONAL DE TRANSPORTE EN EL HOGAR
HOJA DE REGISTRO**

A las 4:00 a.m. cuando comenzaba mi día asignado para registrar mis recorridos de ese día, yo estaba:

En casa En algún otro lugar

¿A DONDE fue usted? (Nombre del lugar)	¿A qué HORA comenzó y terminó usted cada recorrido?		¿POR QUE fue usted allí?	¿COMO llegó usted allí?	¿Cuánta DISTANCIA anduvo usted? (cuadras o millas)
	Comenzó a las:	Llegó a las:			
<i>EJEMPLO: West Park Theater</i>	<i>2:00 p.m.</i>	<i>2:55 p.m.</i>	<i>Para mirar una película</i>	<i>Caminé, autobús, caminé</i>	<i>6 millas</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

 *Por favor recuerde, un recorrido es cuando usted va de una dirección a otra.
Tenga esta Hoja de Registro a mano, cerca del teléfono, lista para cuando llame el entrevistador.
Usted no tiene que enviarnos esta Hoja de Registro de vuelta por correo. ¡Gracias!*

OMB No.: 2125-0545

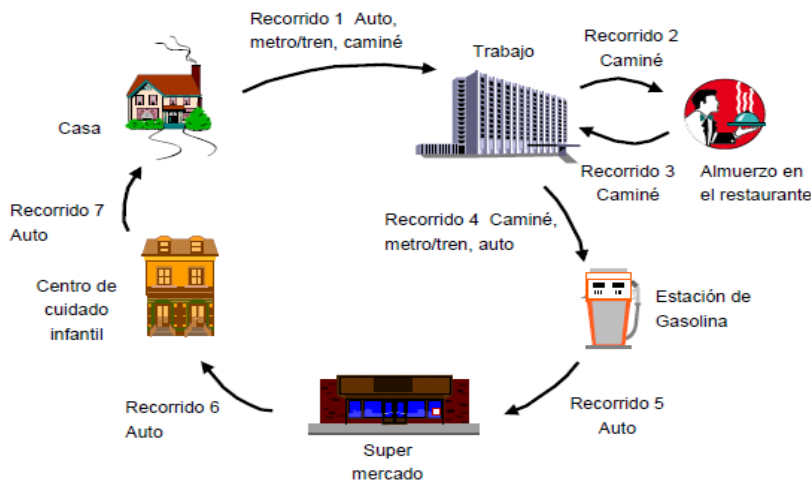
Expiration date: 02/28/2011



ENCUESTA NACIONAL DE TRANSPORTE EN EL HOGAR Instrucciones para completar esta Hoja de Registro

- Use esta Hoja de Registro el **día asignado para anotar sus recorridos**, día que aparece al frente.
- El día asignado para anotar sus recorridos comienza a las 4:00 a.m. y finaliza a las 4:00 a.m. del día siguiente.
- Un **recorrido** quiere decir cualquier vez que usted va **de una dirección a otra**. Use una línea para anotar cada recorrido. **Incluya:**
 - Todos los recorridos que usted hizo por una razón específica, tal como ir al trabajo o a estudiar, comprar gasolina o ir a dejar a alguien a alguna parte.
 - Viajes de regreso, tal como regresar a casa de trabajar o después de ir a estudiar.
 - Caminatas a pie, correr para hacer ejercicios, salidas en bicicleta y recorridos cortos. Si usted comenzó y terminó en el mismo lugar, anote el punto más lejos al que llegó en una línea y anote en la siguiente línea el recorrido de regreso.
 - **No** incluya paradas que hizo solamente para cambiar el tipo de transportación.
 - Anote todos los recorridos de su hijo(a) por separado en una Hoja de Registro para su hijo(a), incluyendo recorridos que no fueron realizados con un miembro adulto de su hogar, tal como montarse en el autobús de la escuela.
- Si usted hizo más de diez recorridos como parte de su trabajo (por ejemplo si usted es chofer de taxi, mensajero, oficial de policía):
 - **No** anote recorridos que hizo como parte de su trabajo.
 - **Anote** recorridos que le llevó a usted hacia y desde su lugar de trabajo.
 - **Anote** todos los otros recorridos que **no eran** parte de su trabajo.
- Si usted hizo más recorridos que los que caben en la Hoja de Registro, anote el resto de sus recorridos aparte en una hoja en blanco.

Ejemplo de recorridos hechos durante el día asignado



NATIONAL HOUSEHOLD TRAVEL SURVEY TRAVEL DIARY						
At the beginning of my travel day (4:00 a.m.) I was:						
<input checked="" type="checkbox"/> Home <input type="checkbox"/> Some other place						
	WHERE did you go? (Name of place)	What TIME did you start and end each trip?		WHY do you go there?	HOW did you travel?	How FAR was it? (blocks or miles)
		Started at:	Arrived at:			
EXAMPLE	Wendy Park Theater	2:00 p.m.	2:55 p.m.	To see a movie	walk, bus, walk	6 miles
1.	P.M. Office Products	7:55 a.m.	8:43 a.m.	To Work	car, subway, walk	12 miles
2.	New City Diner	12:05 p.m.	12:50 p.m.	Eat Lunch	walk	2 blocks
3.	ABC Office Products	12:58 p.m.	1:10 p.m.	Return to Work	walk	2 blocks
4.	Fast Gas Mart	5:30 p.m.	6:35 p.m.	Buy gas for car	walk, subway, car	11 miles
5.	Super Deal Grocery	6:42 p.m.	6:48 p.m.	Buy groceries	car	1 block
6.	Happy Kids Day Care	7:05 p.m.	7:09 p.m.	Pick up kids	car	4 blocks
7.	Home	7:14 p.m.	7:22 p.m.	Return home	car	1 mile
8.						
9.						
10.						
11.						



NATIONAL HOUSEHOLD TRAVEL SURVEY

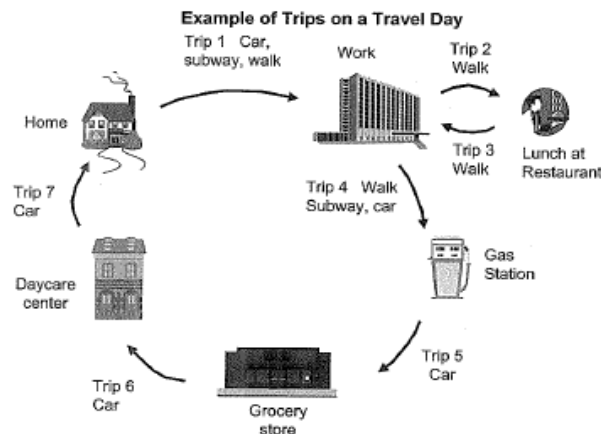
TRAVEL DIARY

At the beginning of my travel day (4:00 a.m.) I was:							
<input type="checkbox"/> Home <input type="checkbox"/> Some other place							
WHERE did you go? (Name of place)	What was the LOCATION?			What TIME did you start and end each trip?		HOW did you travel?	How FAR was it? (blocks or miles)
	ADDRESS	INTERSECTION	TYPE OF PLACE OR BUSINESS	Started at:	Arrived at:		
EXAMPLE: West Park	2900 Main St. Southfield, MI 48031	Main St. & Evergreen Rd.	Shopping Mall	2:00 pm	2:55 pm	Walk, bus, walk	6 miles
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							



**NATIONAL HOUSEHOLD TRAVEL SURVEY
Instructions for Completing the Travel Diary**

- Use this diary on your **assigned travel day**, shown on the front.
- The travel day starts at 4:00 a.m. and ends at 4:00 a.m. the next day.
- A **trip** is whenever you travel **from one address to another**. Use one line to record each trip. **Include:**
 - All trips you made for a specific reason, such as to go to work or school, buy gas, or drop someone off.
 - Return trips, such as coming home from work or school.
 - Walks, jogs, bike rides, and short drives. If you started and ended in the same place, list the farthest point you reached and record a return trip.
 - **Do not** include stops just to change the type of transportation.
 - Record all of your child's trips on the child's diary, including the trips that were not taken with an adult member of your household, such as riding the school bus.
- For each trip, fill in the **street address, nearest intersection, and type of place or business**. Please give as much detail as you can.
- If you made **more than ten trips as part of your job** (examples: a cab driver, delivery person, police officer):
 - **Don't** record the trips that were made as part of your job.
 - **Do** record the trips that got you to and from your work place.
 - **Do** record all other trips that **were not** part of your job.
- If you made more trips than will fit on the diary, record the rest on a blank sheet of paper.



NATIONAL HOUSEHOLD TRAVEL SURVEY TRAVEL DIARY									
Fill in the beginning of the travel diary (fill in only if necessary)									
WHERE? (Address of origin)	WHERE TO? (Address of destination)	WHAT TYPE OF TRIP? (Type of place or business)	HOW? (Type of vehicle)	START TIME (Time you started the trip)	END TIME (Time you ended the trip)	HOW LONG? (Duration of trip)	HOW? (Type of vehicle)	HOW? (Type of vehicle)	HOW? (Type of vehicle)
EXAMPLE: Home	2000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Shopping Mall	7:00am	8:00am	1:00hr	Walk, Bus, Walk	Car	Car
1	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	7:30am	8:00am	30min	Walk, Subway, Walk	Car	Car
2	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Shopping Mall	8:00am	8:30am	30min	Walk	Car	Car
3	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	8:30am	9:00am	30min	Walk	Car	Car
4	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	9:00am	9:30am	30min	Walk	Car	Car
5	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	9:30am	10:00am	30min	Walk	Car	Car
6	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	10:00am	10:30am	30min	Walk	Car	Car
7	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	10:30am	11:00am	30min	Walk	Car	Car
8	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	11:00am	11:30am	30min	Walk	Car	Car
9	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	11:30am	12:00pm	30min	Walk	Car	Car
10	1000 Main St. Chicago, IL 60601	1000 St. & Michigan Ave.	Office Building	12:00pm	12:30pm	30min	Walk	Car	Car



ENCUESTA NACIONAL DE TRANSPORTE EN EL HOGAR

HOJA DE REGISTRO

A las 4:00 a.m. cuando comenzaba mi día asignado para registrar mis recorridos de ese día, yo estaba:

En casa En algún otro lugar

¿A DONDE fue usted? (Nombre del lugar)	¿Cuál fue la LOCALIZACION de ese lugar?			¿A qué HORA comenzó y terminó usted cada recorrido?		¿COMO llegó usted allí?	¿Cuánta DISTANCIA anduvo usted? (cuadras o millas)
	DIRECCION	INTERSECCION	TIPO DE LUGAR O NEGOCIO	Comenzó a las:	Llegó a las:		
EJEMPLO: West Park	2900 Main St. Southfield, MI 48031	Main St. & Evergreen Rd.	Centro comercial	2:00 pm	2:55 pm	Caminé, autobús, caminé	6 millas
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

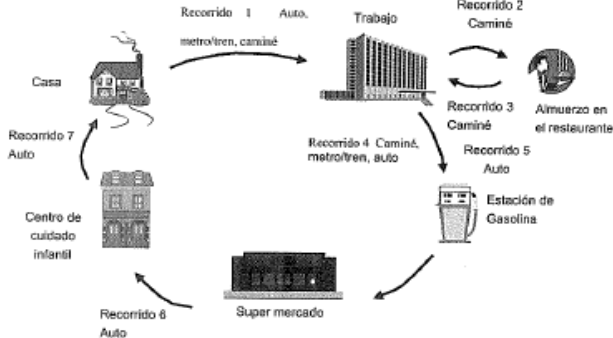


ENCUESTA NACIONAL DE TRANSPORTE EN EL HOGAR

Instrucciones para completar esta Hoja de Registro

- Use esta Hoja de Registro el **día asignado para anotar sus recorridos**, día que aparece al frente.
- El día asignado para anotar sus recorridos comienza las 4:00 a.m. y finaliza a las 4:00 a.m. del día siguiente.
- Un **recorrido** quiere decir cualquier vez que usted va **de una dirección a otra**. Use una línea para anotar cada recorrido. **Incluya:**
 - Todos los recorridos que usted hizo por una razón específica, tal como ir al trabajo o a estudiar, comprar gasolina o ir a dejar a alguien a alguna parte.
 - Viajes de regreso, tal como regresar a casa después de trabajar o después de ir a estudiar.
 - Caminatas a pie, correr para hacer ejercicios, salidas en bicicleta y recorridos cortos. Si usted comenzó y terminó en el mismo lugar, anote el punto más lejos al que llegó en una línea y anote en la siguiente línea el recorrido de regreso.
 - **No incluya** paradas que hizo solamente para cambiar el tipo de transportación.
 - Anote todos los recorridos de su hijo(a) por separado en una Hoja de Registro para su hijo(a), incluyendo recorridos que no fueron realizados con un miembro adulto de su hogar, tal como montarse en el autobús de la escuela.
- Para cada recorrido, anote **la dirección por calle, la intersección más cercana y otra señal cercana a la dirección**. Por favor anote tanto detalle como usted pueda.
- Si usted hizo más de **diez recorridos** como **parte de su trabajo** (por ejemplo si usted es chofer de taxi, mensajero, oficial de policía):
 - **No** anote los recorridos que hizo como parte de su trabajo.
 - **Anote** recorridos que le llevó a usted hacia y desde su lugar de trabajo.
 - **Anote** todos los otros recorridos que **no eran** parte de su trabajo.
- Si usted hizo más recorridos que los que caben en la Hoja de Registro, anote el resto de sus recorridos aparte en una hoja en blanco.

Ejemplo de recorridos hechos durante el día asignado



ENCUESTA NACIONAL DE TRANSPORTE EN EL HOGAR									
HOJA DE REGISTRO									
A SU VEZ, ¿CÓMO SE DESPLAZA EN SU TRABAJO O EN SU ESCUELA? (Indique la hora, el día y la hora de salida)									
DÍA ASIGNADO	NOMBRE DEL LUGAR	DIRECCIÓN	INTERSECCIÓN	TIPO DE LUGAR	A qué HORA		¿CÓMO SE DESPLAZA?	¿CÓMO SE DESPLAZA?	¿CÓMO SE DESPLAZA?
					Salida	Arribo			
1	2000 Main St.	2000 Main St.	10th St. & Compston St.	Comercial	7:00am	8:00am	Auto	Auto	Auto
2	123 Main St.	123 Main St.	1st St. & 2nd St.	Residencial	7:30am	8:45am	Auto	Auto	Auto
3	456 Main St.	456 Main St.	3rd St. & 4th St.	Residencial	8:15am	9:30am	Auto	Auto	Auto
4	789 Main St.	789 Main St.	5th St. & 6th St.	Residencial	8:45am	10:00am	Auto	Auto	Auto
5	1011 Main St.	1011 Main St.	7th St. & 8th St.	Residencial	9:15am	10:30am	Auto	Auto	Auto
6	1213 Main St.	1213 Main St.	9th St. & 10th St.	Residencial	9:45am	11:00am	Auto	Auto	Auto
7	1415 Main St.	1415 Main St.	11th St. & 12th St.	Residencial	10:15am	11:30am	Auto	Auto	Auto
8	1617 Main St.	1617 Main St.	13th St. & 14th St.	Residencial	10:45am	12:00pm	Auto	Auto	Auto
9	1819 Main St.	1819 Main St.	15th St. & 16th St.	Residencial	11:15am	12:30pm	Auto	Auto	Auto
10	2021 Main St.	2021 Main St.	17th St. & 18th St.	Residencial	11:45am	1:00pm	Auto	Auto	Auto



REMINDER

Your Travel Day is:

Friday, March 28

Please use your diary to keep track of all the places you go.



RECORDATORIO

Su día para anotar los viajes es el:

viernes, 28 de marzo

Por favor use su hoja de registro para anotar todos los lugares adonde usted va.



NHTS 2008 Odometer Mileage Form

HH ID #: «CATIID»

For each household vehicle listed below:

Please use this form to record the odometer mileage reading and the date when you read the odometer. The best time to record the mileage is sometime during your travel day.

Many odometers show two readings -- one shows the mileage since the vehicle was new and the other can be reset to zero whenever you want. Write down the odometer reading that shows the mileage for the entire life of the vehicle, not the reading that can be reset. Do not record the last digit if it represents tenths of a mile. For example, if the odometer reading is 53,562.4, record 5 | 3 | 5 | 6 | 2 |

An interviewer will ask you for the readings when we call to collect your travel information. Thank you for participating in this important part of the study!

Record odometer mileage and the reading date for the following vehicles:

Vehicle Year	Make	Model	Odometer Reading (do not include tenths of a mile)	Date of Reading (month/day/year)
1.	«VehicleYear1»	«VehicleMake1»	«VehicleModel1»	_ _ _ _ _ _ _
2.	«VehicleYear2»	«VehicleMake2»	«VehicleModel2»	_ _ _ _ _ _ _
3.	«VehicleYear3»	«VehicleMake3»	«VehicleModel3»	_ _ _ _ _ _ _
4.	«VehicleYear4»	«VehicleMake4»	«VehicleModel4»	_ _ _ _ _ _ _
5.	«VehicleYear5»	«VehicleMake5»	«VehicleModel5»	_ _ _ _ _ _ _
6.	«VehicleYear6»	«VehicleMake6»	«VehicleModel6»	_ _ _ _ _ _ _
7.	«VehicleYear7»	«VehicleMake7»	«VehicleModel7»	_ _ _ _ _ _ _
8.	«VehicleYear8»	«VehicleMake8»	«VehicleModel8»	_ _ _ _ _ _ _
9.	«VehicleYear9»	«VehicleMake9»	«VehicleModel9»	_ _ _ _ _ _ _
10.	«VehicleYear10»	«VehicleMake10»	«VehicleModel10»	_ _ _ _ _ _ _

Please list any vehicles not shown above that you owned, leased, or that were available for regular use by your household on **1/15/2008**

Vehicle Year	Make	Model	Odometer Reading (do not include tenths of a mile)	Date of Reading (month/day/year)
_____	_____	_____	_ _ _ _ _ _ _	___/___/___
_____	_____	_____	_ _ _ _ _ _ _	___/___/___
_____	_____	_____	_ _ _ _ _ _ _	___/___/___
_____	_____	_____	_ _ _ _ _ _ _	___/___/___

PLEASE PLACE THIS COMPLETED FORM NEAR THE TELEPHONE OR IN A CONVENIENT PLACE FOR WHEN WE CALL YOU BACK.



**Hoja del Odómetro (Millaje)
para la Encuesta Nacional de Transporte en el Hogar 2008**

HH ID#: 1000091

Por cada vehículo anotado en esta hoja:

Por favor use esta hoja para anotar la medición del odómetro (millaje) y la fecha de cuándo usted leyó el odómetro. El mejor momento para anotar el millaje es en el algún momento durante su día asignado.

Muchos odómetros muestran dos mediciones – una muestra el millaje desde que el vehículo era nuevo y la otra es un contador que puede ponerse en cero cuando se desee. Registre la medición del odómetro que muestre el millaje de toda la vida del vehículo y no la medición del contador que puede ponerse en cero. No registre el último dígito si representa décimos de milla. Por ejemplo, si la medición del odómetro es 53,562.4, anote 513151612

Cuando llamemos a recolecionar su información de recorridos, un entrevistador le preguntará a usted por estas mediciones. ¡Gracias por participar en esta parte importante del estudio!

Registre el odómetro (millaje) y la fecha de medición para los siguientes vehículos:

Número de Vehículo	Año	Marca	Modelo	Medición del Odómetro (no incluya décimos de milla)	Fecha de Medición (mes/día/año)
1.	1986	make 01	model 01	_____	___/___/
2.	1987	make 02	model 02	_____	___/___/
3.	1988	make 03	model 03	_____	___/___/
4.	1989	make 04	model 04	_____	___/___/
5.	1990	make 05	model 05	_____	___/___/
6.	1991	make 06	model 06	_____	___/___/
7.	1992	make 07	model 07	_____	___/___/
8.	1993	make 08	model 08	_____	___/___/
9.	1994	make 09	model 09	_____	___/___/
10.	1995	make 10	model 10	_____	___/___/

Por favor registre cualquier vehículo que no esté anotado arriba, pero que era suyo (como propiedad o en "lease") o anote vehículos disponibles para uso regular por parte de su hogar, durante el día 1/15/2008

Número de Vehículo	Año	Marca	Modelo	Medición del Odómetro (no incluya décimos de milla)	Fecha de Medición (mes/día/año)
_____	_____	_____	_____	_____	___/___/
_____	_____	_____	_____	_____	___/___/
_____	_____	_____	_____	_____	___/___/
_____	_____	_____	_____	_____	___/___/

UNA VEZ QUE HAYA COMPLETADO ESTA HOJA, POR FAVOR PONGALA CERCA DEL TELEFONO O EN UN LUGAR CONVENIENTE PARA CUANDO LE LLAMEMOS DE VUELTA.



NHTS REMINDER CALL PROCEDURES

1. Check to see if there are any RIS calls to complete for the day by looking in the “today” file.
2. RIS’s have specific CB **DAYS**, but do not have specific CB **TIMES**. The reminder calls will be spread out across the CB **DAY**, and should typically be made when we’re out of id’s. Reminder calls **MUST** be completed on the scheduled day
3. Before placing a reminder call, you need to review **ALL** the information supplied on the RIS (i.e., who the screener respondent was, the HH travel period, the time of their extended appointment, any notes recorded by other interviewers who have contacted the HH, etc).
4. When placing reminder calls you **MUST** log onto Paper Studies – NHTS 08 Reminder Calls. The password is WES. You will not need CATI for these calls.
5. Ask to speak to the HHM listed as the screener respondent (this is the 1st name listed in the Household member’s box on the RIS). If the screener respondent is not available, ask to speak to another ADULT (16+) HHM. If no adult HHM is available you may leave a message with the person to whom you’re speaking.

REMINDER SCRIPTS

1. Hello, my name is {DATA COLLECTOR'S NAME} and I am calling on behalf of the U.S. Department of Transportation. May I please speak to {SCREENER RESPONDENT}?
2. This is a follow-up to our conversation with {you/SCREENER RESPONDENT’S NAME} about the Department of Transportation’s Travel Survey. You agreed to help by recording your HH’s travel. Have you received a package from us in the mail?
(if yes go to 3) (if no go to page 2.)
3. Do you have any questions about the materials we sent you?
4. Before I end, I’d like to confirm that your {travel day} is {READ DATE FROM RIS}.
5. We will be calling back on {READ DATE FROM GRID ON RIS} at {APPOINTMENT TIME FROM GRID ON RIS} to collect your travel information.
6. Please do not mail the completed travel diaries back to us. We will call you back to collect your travel information over the phone.

***IF YOU ARE INFORMED THAT THE TRAVEL DAY IS NOT OKAY: I am sorry but travel days have been randomly assigned and I am unable to assign you an alternate travel day. May I ask why {TRAVEL DAY ON RIS} is not okay?

[LISTEN TO THE R’s CONCERNS & RESPOND APPROPRIATELY.]



[REMEMBER, THE R CAN PARTICIPATE ON THE ASSIGNED TRAVEL DAY EVEN IF:]

NO TRIPS WILL BE MADE ON THE TRAVEL DAY.

HE/SHE WILL BE ON VACATION.

HE/SHE WILL BE AWAY ON BUSINESS.

HE/SHE WILL BE A PASSENGER AND WILL NOT BE MAKING TRIPS ON HIS/HER OWN.

HE/SHE WILL BE OUT OF STATE OR OUT OF THE COUNTRY.

If the respondent didn't receive the diaries in the mail:

It is not necessary that you have the materials that we sent. I can tell you about the type of information you'll need to track.

Each TRAVEL DAY begins at 4 a.m. and concludes at 3:59 a.m. the following day. You should record all trips you make during this time period.

For each TRIP you take you need to record:

1. Where you go (be as specific as possible i.e., record the locations address or nearest cross-roads);
2. What time you began your trip;
3. How far you traveled to get there (blocks or miles);
4. The means of transportation you used (i.e., car, bus, bike, walk, etc.);
5. How long it took you to get there (e.g., trip start & end times);
6. Who was with you?

Before I end, I'd like to confirm that your travel day is {READ DATE FROM RIS}.

We will be calling back on {READ DATE FROM GRID ON RIS} at {APPOINTMENT TIME FROM GRID ON RIS} to collect your travel information.

***Feel free to make any necessary notes on the RIS.

MESSAGE ON ANSWERING MACHINE FOR REMINDER CALL



Hello, my name is {DATA COLLECTOR'S NAME} and I am calling for the Department of Transportation to remind you and other members of your household to record your travel for {TRAVEL DATE FROM RIS} in your travel diaries. . If you have any questions or concerns please feel free to call us at **1-888-817-2810**. DOT appreciates your help in determining the future transportation needs in your area.

THANK YOU SCRIPT

Thank you for your active participation in helping the Department of Transportation understand the future transportation needs in your area. We appreciate your help.

RIS Result Codes

Place an 'X' or a 'Check mark' in the space next to the appropriate code on the RIS.

Completed: Contact was made with someone in the HH—the RIS should be returned to a team leader, and placed in the “to be filed folder.”

***R's may decide that the appt. time for which they were previously scheduled needs to be changed. Ask the R to provide a better CB day/time and note it on the RIS. If there are multiple HHM's the R may only be reporting the time is bad for them. Ask about the other HHM's. Do not assume the CB time is bad for everyone.

When an appointment time requires change a **team leader MUST** change the appointment in CATI before the RIS is filed.

Refused: Some R's may attempt to refuse during the course of the reminder call. You should attempt to convince of the importance of their participation. If you are unable to gain their continued participation attempt to obtain their name.

For each case in which a R has refused you will need to access the case through CATI by entering a '2' on the work a case screen. **DO NOT PICK UP THE PHONE (or DIAL THE PHONE) AS INSTRUCTED BY CATI.** Once you reach the intro screen enter a 'GT' and code the case a refusal (make sure you provide as much information as possible on the NIRF). Do not assume the person with whom you're speaking is refusing for all HHM's. You should **ONLY** code HHM's as refused if the R is refusing for them.

The RIS should be placed in the “to be filed folder.”

Left Message: Leave the appropriate message and place RIS in the “to be filed folder.”

No Contact: If we try to call a HH and there is no contact (ring no answer) keep it in the “today” file, so we can keep trying to reach someone.

If the number has been disconnected, or there is some other strange situation in which we can't reach a person or leave a message, provide an explanation in the blank area below the RIS and place in the “problem” folder.



Missed Trip Information Form

NATIONAL HOUSEHOLD TRAVEL SURVEY MISSED TRIP INFORMATION SHEET

CATI Initials: _____

Today's Date _____

Proxy: YES/NO

CASE ID _____

Subject's Name _____

1. Where did this missed trip begin? {CURRENT TRIP ORIGINATION/LAST TRIP DESTINATION}
2. Where did {you/SUBJECT} go on this trip? {CURRENT TRIP DESTINATION}
3. How many people were with {you/SUBJECT} on this trip?
IF ANY ASK:
4. Not counting {yourself/SUBJECT}, how many of these were household members?
IF ANY ASK:
5. Who was this?
6. What time did this trip begin?
7. Did you use the Interstate or a turnpike during any part of this trip?
IF YES ASK:
8. Did you pay a toll while traveling on this Interstate?
9. What was the main purpose of this trip?
10. How far is it {BLOCKS/MILES} from where the trip began to {CURRENT TRIP DESTINATION}?
11. About how long {MINUTES/HOURS} did it take you to get from where the trip began to {CURRENT TRIP DESTINATION}?
12. What type of transportation did {you/SUBJECT} use to get from where the trip began to {CURRENT TRIP DESTINATION}?
IF PUBLIC TRANSPORTATION ASK:
13. About how many minutes did {you/SUBJECT} have to wait for {TYPE OF PUBLIC TRANSPORTATION FROM QUESTION 10}?
IF PRIVATE VEHICLE ASK:
14. Was a household vehicle used for this trip?
IF YES ASK:
15. Which Vehicle was this?
16. Did {you/SUBJECT}/{a member of the household} drive on the trip?
IF YES ASK:
17. Who was that?